

ONGOING ACTIONS

Number	Meeting Date	Item	Action	Action by whom	Action update
A29/17	25 July 2017	Human Resources Policy Update – Changes to annual Leave Accrual and Carry-Forward Arrangements	Policy to be updated to state that staff who have been on an extended period of sick leave to carry forward accrued annual leave up to a year following the period of absence. This can be extended for up to two years in exceptional circumstances with agreement from the Head of HR & OD and the relevant Strategic Director.	Senior HR Advisor	<p>A recent decision of the Employment Appeal Tribunal means that it will be necessary for the People, Performance and Development Committee to reconsider Surrey County Council’s Annual Leave Policy in order to adjust the annual leave/holiday pay entitlements of officers who work overtime/additional hours. A date will be found to add this item to the Committee’s forward plan. Officers would also like the Committee to have a further discussion on carry-forward arrangements for employees who have been prevented from taking leave because of sickness, as the legal position seems to indicate a firm obligation on the employer to arrange for that leave to be carried forward for at least 15 months. Detailed advice will be sought from the Legal Services department to inform Committee deliberations.</p> <p>(Updated: 15 August 2017)</p>
A30/17	25 July 2017	Key Worker Housing	Officers to investigate the full range of options to provide housing for staff taking up a role in a hard to recruit to position. This includes talking to other public sector organisations as well as institutions such universities.	Strategic Business Partner	<p>The SCC website now gives all candidates access to housing information (previously available on the Children’s Social Worker job pages only). Further work is planned to expand the information available to include the current relocation scheme offer (pending a review of the Scheme). Further work is also required to identify the appropriate public sector organisations we should be liaising with, in addition to the Boroughs and Districts, and the best approach to take with each.</p> <p>A report providing further detail will be brought to the PPDC meeting on 30 November 2017.</p> <p>(Updated: 05 October 2017)</p>

People, Performance & Development Committee – ACTION TRACKING

October 2017

A31/17	25 July 2017	Key Worker Housing	Officers to consider ways of improving the assistance it provides for staff required to relocate to take up a position at SCC and to present a report on the outcomes of this to a future meeting of PPDC.	Strategic Business Partner	<p>Work has been scheduled to review the current Relocation Assistance Scheme and to consider ways of improving it to best meet our needs.</p> <p>A report providing further detail will be brought to the PPDC meeting on 30 November 2017.</p> <p>(Updated: 05 October 2017)</p>
A39/17	25 September 2017	Surrey County Council New Learning Agreement	Committee Members to receive data on the number of staff who have taken up SCC's new Learning Agreement.	Learning & Development Manager	<p>This action has been forwarded to the relevant officer and is being progressed.</p> <p>(Updated: 27 September 2017)</p>

COMPLETED ACTIONS

Number	Meeting Date	Item	Recommendation / Action	Action by whom	Action update
A23/17	14 June 2017	Surrey Pay Review 2017 to 2018	The Committee to be provided with the number of people in each service across the Council who are at the top of their pay band including details on how long individual members of staff (anonymised) have been at the top of their pay band.	Head of HR & OD	A report on the number of staff members at the top of their pay band within each Service has been included as part of the agenda for the PPDC meeting on 27 October 2017. (Updated: 05 October 2017)
A38/17	25 September 2017	Forward Work Programme	Summary of item on 'Policy Statement on Recording HR Meetings' to be amended	Democratic Services Officer	The summary provided on the forward plan has been updated to reflect the true purpose of the item. (Updated: 05 October 2017)

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